

Trinity County Superior Court is currently recruiting for the position of **Public Security Assistant**.

Knowledge of:

- Modern office procedures and practices;
- Operations of the Marshal's Office and the California Superior Court system;

Ability to:

- Deal tactfully and courteously with the public;
- Maintain a variety of logs/databases as needed and perform some clerical work;
- Operate a computer terminal;
- Work effectively under pressure with frequent interruptions;
- Exercise good judgment in making decisions according to existing laws, regulations and policies;
- Use discretion and mature judgment in the handling of sensitive and confidential information;
- Establish and maintain harmonious working relationships with other employees;
- Maintain regular and punctual attendance;
- Successfully complete weapons screening training.

Overview of the Position

The Public Security Assistant is a non-sworn classification that performs a wide variety of law enforcement support tasks, which do not require the exercise of peace officer powers of arrest or firearms. The primary duty is to maintain building security; this duty includes the following tasks: screen for potential weapons at entry to the courthouse; visually inspect belongings of individuals for explosives and weapons using a Hi-Scan X-Ray, or equivalent machine; ensure persons entering do not possess weapons and explosives; secure and maintain control of items not permitted in the courthouse; assist sworn officers with inspection of the building prior to opening and closing of the building. This position reports to the Trinity Superior Court Marshal, and to the judges regarding security in the Courthouse.

Requirements

- Possession of a high school diploma or its equivalent;
- Possession of a valid California Class C driver license with an acceptable driving record.
- Regular and punctual attendance is essential.
- Successful completion of a comprehensive personal background investigation, physical examination, and alcohol/drug test;

- A citizen of the United States or applied for citizenship one year prior to hire;
- Ability to lift and/or move up to 25 pounds;
- All Court employees must take the Oath of Allegiance.

This is a full-time represented position.

Other Considerations

- A physical, drug/alcohol tests, and background investigation are required following the job offer.
- In accordance with Government Code Section 3100, Court employees, in the event of a disaster, are considered disaster workers and may be asked to respond accordingly.

Salary and Benefits

- **Base Salary:** \$2,251.72 - \$2,736.99 per month
(\$27,020.70 - \$32,843.91 Annual Salary)

Note: Travel expenses to appear for an interview will not be reimbursed.

Application/Selection Procedure

Candidates must complete and submit a Court application form. A resume and cover letter will be accepted in addition to, but not as a substitute for, the completed application form. Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, "See/refer to resume" or "See attached." A qualifications committee will review applications and only the best-qualified candidates will be invited for an oral and/or written examination; a writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process.

The Superior Court of California, County of Trinity is an **Equal Opportunity Employer**. Arrangements may be made to accommodate applicants with disabilities by informing Human Resources in writing or by telephone at the time of application.

Submit application materials to:

Trinity County Superior Court
Human Resources Division
P.O. Box 1258
Weaverville, CA 96093

Phone for an application at (530) 623-1369, pick up an application at the above-noted address, or visit our Web site at www.trinity.courts.ca.gov.

Applications will be accepted until **5:00 p.m., Friday, October 23, 2009**, in the above-noted office. **Faxes, e-mails, and postmarks will not be accepted.**

About Trinity County

The Superior Court of California, County of Trinity, is located in the northernmost part of the state and encompasses approximately 3,200 squares miles of rugged terrain steeped in the rich history of the California gold rush. The County takes its name from the Trinity River. The Trinity Alps primitive wilderness area is situated in the northern portion of the county.

The population of the County is approximately 13,000.

The Superior Court of California, County of Trinity, is served by two (2) judges, one (1) court executive officer, one (1) family court mediator, and thirteen (13) employees.

EQUAL OPPORTUNITY EMPLOYER

Trinity County Superior Court
Human Resources Division
Post Office Box 1258
Weaverville, CA 96093

SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF TRINITY

INVITES APPLICATIONS FOR



PUBLIC SECURITY ASSISTANT

\$2,251.72 - \$2,736.99 Per Month

Final Filing Date: October 23, 2009